

## **ASSISTANT FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory and administrative position, the primary duties of which are overseeing the activities and personnel on an assigned shift. An employee of this class may be required to perform the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief assumes command at the scene of a fire or other emergency, and directs operations until relieved by the Fire Chief. The employee of this class is responsible for providing for employee training, and overseeing the care and maintenance of assigned equipment and vehicles. Employees of this class work with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assumes the duties of the Fire Chief in the Chief's absence. Manages all department operations on an assigned shift. Assists the Fire Chief in planning and organizing operations of the department. Recommends changes in department operations. Conducts inspections of department operations, evaluates their effectiveness, and takes action to improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards.

Supervises subordinate department employees. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned personnel to insure compliance with departmental standards for safety and propriety. Oversees and evaluates the work performance of subordinates and provides assistance in technical areas of work. Maintains discipline among employees.

Oversees the training program for the department. Personally trains personnel in fireground operations; first aid and emergency medical procedures, fire inspections and investigations, in a classroom setting, or by conducting drills and evolutions. Provides for on-the-job training for new employees.

Takes command at the scene of a fire or other emergency and directs operations until relieved by the Fire Chief. Performs size-up and supervises subordinates in rescue, forcible entry,

ventilation, nozzle and hose handling, protection of exposures, fire extinguishment systems, use of water supplies, salvage and overhaul, and providing of emergency medical services. Acts as part of the fire attack team. Oversees safety procedures. Participates in handling of emergencies involving hazardous materials. Maintains fireground communications.

Collects information for pre-fire planning. Assists in investigating fires to determine the cause, origin, and circumstances of each fire. Provides for security of the fire scene to prevent damage or removal of evidence. Assists arson investigation personnel. Testifies in court when required.

Supervises the general care, maintenance, and use of department apparatus and equipment, vehicles, and property. Directs the testing of equipment to insure that it meets all applicable standards. Arranges for repairs and maintenance, and inspects following repairs to insure that these were correctly performed.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Firefighter/Operator.

Prior to completing the working test period, must have obtained certification as Fire Officer I and Fire Instructor II as measured by NFPA Standards.